



Restaurant Roadmap



September 2, 2010

Hosted by the Ashmont Grill

Restaurant Roadmap Workshop



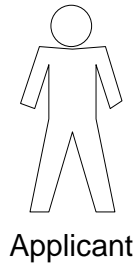
Restaurant Roadmap



Boston Inspectional Services Department Division of Health Inspections Food Service Permitting Process

Thomas Goodfellow, Assistant Commissioner of Health
Diane Chalifoux-Judge, Principal Health Inspector

Food Service Permitting Overview



Step 1

Choose A Location

- Check the establishment for proper zoning and legal use and occupancy (CI / CO)

Step 2

Plan Review & Permit Application

- Schedule & conduct a plan review for space design and menu
- Complete application & pay fees

Step 3

Pre-Operational Inspection

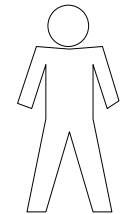
- Submit the approved CI / CO
- Schedule a health inspection to determine compliance

Other Considerations*

- Additional permits are required based on specific establishment type:
 - Common Victualler License (Licensing Division)
 - Site Cleanliness License (Environmental Division)
 - Place of Assembly, Kitchen Exhaust Hoods (Buildings, Boston Fire Department)

Food Service Permitting Overview

Step 1: Key Requirements for Zoning & Occupancy



Applicant

Step 1

Choose A Location

- Check the establishment for proper zoning and legal use and occupancy (CI / CO)

FORMS / TOOLS

What is Required for Division of Health Inspections?

- **Before a pre-operational health inspection can be conducted**, the location must comply with the Boston Inspectional Services building and zoning requirements for use and occupancy. Documents should include but not be limited to the following:

- Certificate of Occupancy and Use
- Certificate of Inspection

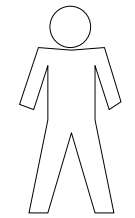
Examples of Establishment Types -

37 Eating & Drinking, 36A Take-out, 34 Retail

- Refer to “*Restaurant Roadmap – Guide to Permits, Licenses & Inspections*” for detailed forms and tools regarding Zoning and Occupancy for all required permits / licenses

Food Service Permitting Overview

Step 2: Key Requirements for Plan Review & Permit Application



Applicant

Step 2

Plan Review & Permit Application

- Schedule & conduct a plan review for space design and menu
- Complete Application & pay fees

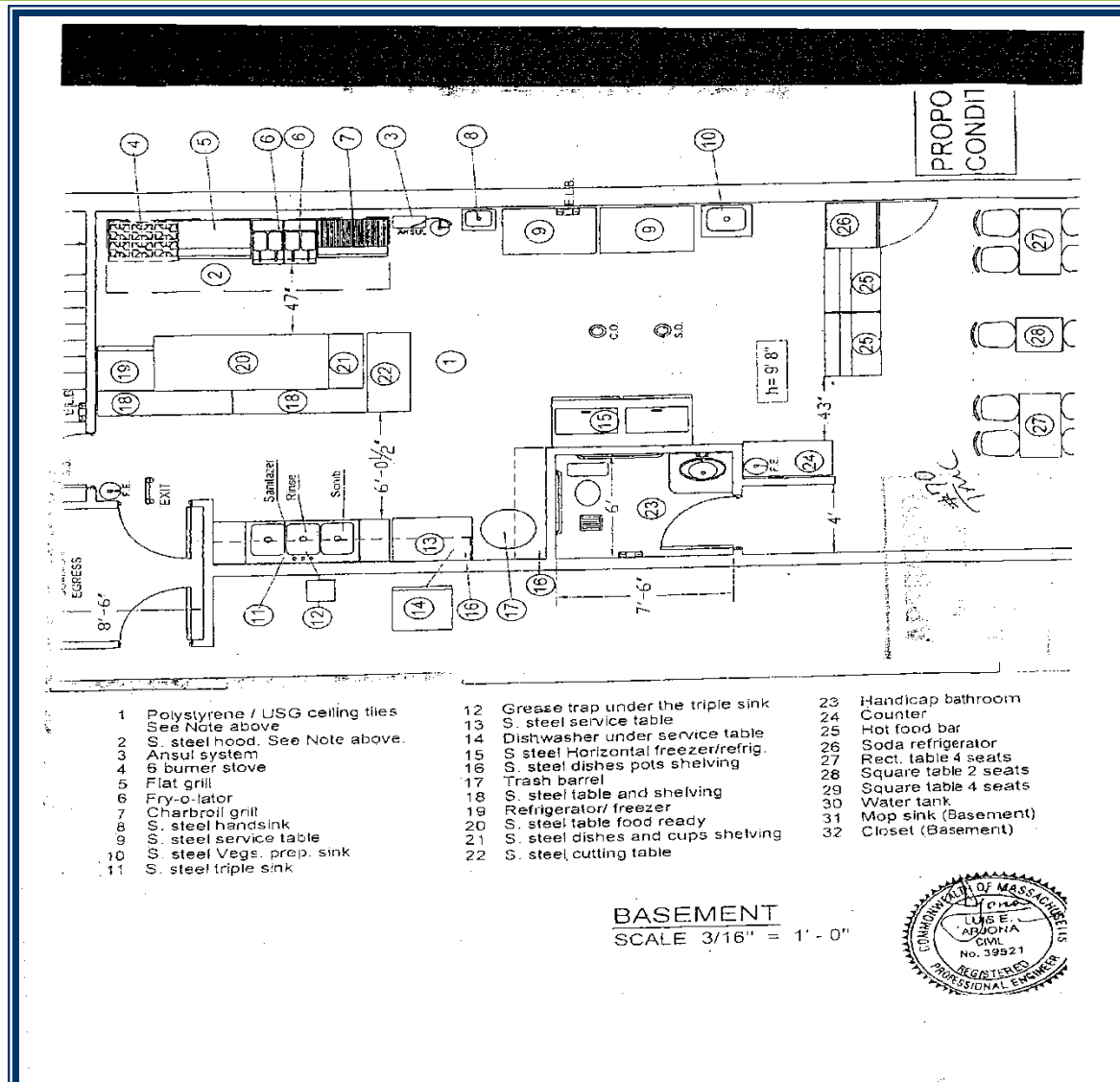
FORMS / TOOLS

What is Required for Division of Health Inspections?

- Request a plan review* by calling 617.635.5326
 - Applicant and Contractor(s) to bring 3 copies of the floor plans, equipment specs, menu, a completed Food Service Health Permit Application, Federal Tax ID and fee payment for on-site plan review
 - Floor plan and National Sanitation Foundation (NSF) type commercial equipment, Manager Certification (CFPM) must comply with food code regulations
 - If plan is approved, applicant can proceed to Building Division to obtain required Building Permit(s)
-
- Forms and fee information available on-line at <http://www.cityofboston.gov/isd/forms.asp#health>
 - Applicants can contact Tom Goodfellow at 617.961.3212 or email thomas.goodfellow@cityofboston.gov for questions

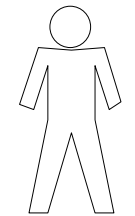
Note: Plan review is only required for new construction, conversion/renovation and food type changes.

Plan Review Example



Food Service Permitting Overview

Step 3: Key Requirements for Pre-Operational Inspection



Applicant

Step 3

Pre-Operational Inspection



- Submit the approved CI / CO
- Schedule a health inspection to determine compliance

FORMS / TOOLS

What is Required for Division of Health Inspections?

- Applicant must submit the following certificates in order to schedule a health inspection:
 - Approved CI / CO certificate(s)
 - Certified Food Protection Manager (CFPM) Certificate
- An on-site health inspection will be conducted to determine compliance with 1999 FDA Food Code / 105 CMR 590.000 State Sanitary Code
- Review regulatory requirements and public health rationales
- CFPM to train employees in the health risks and interventions for preventing foodborne illness
- Health Inspectors are available to provide handouts & answer questions

For More Information



- Visit <http://www.cityofboston.gov/isd/forms.asp#health> for forms and Boston Inspectional Services Department (BISD) links
- Contact the BISD Division of Health Inspections at 617.635.5326
- Visit the Massachusetts Department of Public Health website www.state.ma.us/dph/fpp for regulatory codes and guidance documents
 - Select “Retail” from Food Safety topics
- Continue to work closely with your assigned health inspector toward the goal of protecting public health



Restaurant Roadmap



**Boston Fire Department
Fire Prevention Division
Requirements for Fire Safety**

**Fire Marshal Frank Kodzis
Captain David Cushing**

Boston Fire Department

Ongoing Fire Safety and Prevention



The Boston Fire Department plays an important role in ensuring fire safety throughout the process of designing, constructing, and maintaining a business open to the public.

**Construction
Site Safety
Requirements**

**Certificates of
Occupancy
& Inspection**

**Place of
Assembly
Permit**

**Maintenance
Requirements
& Inspections**

Pre-opening
Requirements

Continuous
Requirements

It is important to understand the necessary fire safety requirements before constructing, renovating, or leasing/purchasing a space.

Boston Fire Department

Example Requirements: Place of Assembly Permit



PLACE OF ASSEMBLY – 3 COPIES OF STAMPED & SIGNED ARCHITECT PLANS TO SCALE:

- Floor plans with business name/address, aisle widths, door widths
- Show all Emergency Lighting / Exit Signs
- Show all furniture on plans, with seating numbers
- Show area where people are standing and explain how the number was determined

WHERE APPLICABLE, ONE OR MORE OF THE FOLLOWING MAY ALSO BE REQUIRED:

- Current fire alarm and sprinkler reports; name of monitor company
- Copy of kitchen hood (Ansul) system tag, hood cleaning contract, and latest report
- Evacuation plans in narrative form
- Fire extinguisher with up to date tag
- Flame certifications for interior finish, furnishings, draperies, and decorations
- Fire Escape report (due every 5 years)
- Fire pump yearly test report

**Questions?
Contact us:**

Boston Fire Department – Fire Prevention Division
1010 Massachusetts Avenue – 4th Floor
617-343-3772



Restaurant roadmap



Office of Neighborhood Services

Understanding Neighborhood Involvement

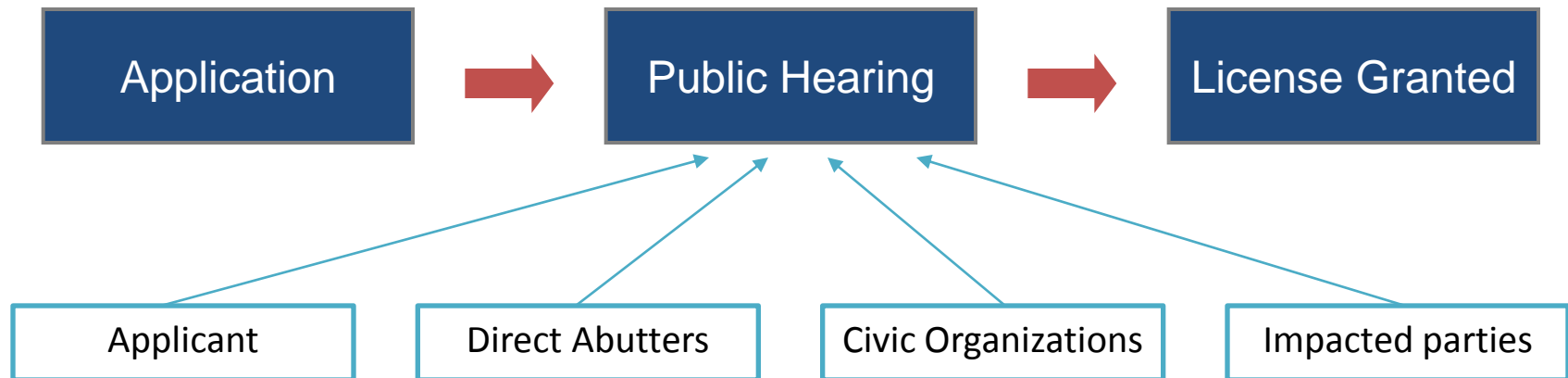
Jay Walsh, Director of Neighborhood Services

Office of Neighborhood Services

Role of Neighborhood Involvement



When applying for a license from the Boston Licensing Board or Office of Consumer Affairs & Licensing, public hearings may be held prior to a license being granted.



At the hearing, testimony can be given by direct abutters to the property, civic organizations, and other impacted parties.

Office of Neighborhood Services

Facilitating Neighborhood Contacts



Prior to the hearing it is suggested that you reach out to all impacted parties to make them aware of your application. To facilitate these discussions you are advised to contact the Mayor's Office of Neighborhood Services. The staff in Neighborhood Services will direct you to the most appropriate groups or people to contact.

Mayor's Office of Neighborhood Services
617.635.3485

See the complete list of neighborhood coordinators on our website:
www.cityofboston.gov/ons



Restaurant roadmap



Boston Licensing Board

Hearings for Food Service Licenses

Jean Lorizio, Executive Secretary, Boston Licensing Board

Boston Licensing Board

Types of Licenses



Food-related Licenses

Common Victualler License

For all establishments serving food, including restaurants, hotels, clubs

Alcoholic Beverages Licenses

- Special One-day License
- Wine and Malt
- Wine and Malt with Cordials
- All alcoholic beverages

Other Licenses

- Pool Table/Billiards/Bowling Alley License
- Lodging House License
- Dormitory License
- Fortune Teller License

Common Victualler License

For Food Service Establishments



To apply for a NEW Common Victualler License:

Application

- Speak with the local neighborhood association and district City Councillor
- File a completed application with floor plan



Public Hearing

- Appear before the Licensing Board at the scheduled date and time
- Be prepared to answer questions and hear from neighborhood groups



License Granted

- To pick up the license, bring:
- Certificate of Inspection
 - Copy of the lease in the applicant's name
 - Place of Assembly Permit (if occupancy greater than 50 persons)

To apply for an EXISTING Common Victualler License:

As long as there are no changes to the hours or capacity, no hearing is required.

Alcoholic Beverages License

Special Considerations



Special Considerations for Alcoholic Beverage License Applications

- The application process for Alcoholic Beverages Licenses in the City of Boston is split between the State Alcoholic Beverages Control Commission and the Boston Licensing Board. All applications are available online at the Boston Licensing Board website.
- The number of available Alcoholic Beverage Licenses is limited by State Law. You may apply for a New Alcoholic Beverages License or for a Corporation-to-Corporation Transfer of Alcoholic Beverages License.
- The Alcoholic Beverages License application process includes a public hearing. Neighborhood input factors into the Licensing Board's decisions.

Visit us at www.cityofboston.gov/licensing or call 617-635-4170.



Restaurant Roadmap



**Office of Consumer Affairs & Licensing
Entertainment Licensing Division**

Applying for Entertainment Licenses

Patricia Malone, Esq., Director of Consumer Affairs & Licensing

Entertainment Licensing Overview

Types of Entertainment Licenses



Applies to:

Requirements:

NON-LIVE Entertainment License

- Background music
- Dartboard
- Television
- DVD player

- Completed application (Certificate of Inspection, Fire Assembly Permit, Alcoholic Beverage/Common Victualler License, DBA Certificate & Articles of Org.)
- Hearing only at the discretion of the licensing authority

LIVE Entertainment License (Annual Seven-Day)

- Live instrumental or vocal music
- Disc Jockey
- Dancing by patrons
- Exhibition/trade show
- Floor show
- Movie theater
- Sporting/athletic event
- Special events in Boston

- Completed application (as above)
- Floor plan indicating location of Live Entertainment, Floor Show, Dance Floor, and Amusement Devices
- Deed or lease
- Open, public hearing to solicit neighborhood input

Entertainment Licensing Overview

Best Practices



Know the Neighborhood

- Understand the neighborhood's concerns and work with both the Licensing Division and the local residents
- Resolve conflicts in advance

Know the Operation

- Know the history of your establishment and the location
- Be prepared to speak in detail about the establishment's physical layout and operations at the hearing

Know the Applicable Law

- Review the Rules and Regulations of the Mayor's Licensing Division, available on the City website
- Consider attending a prior hearing to observe

Avoid Defensiveness or Confrontation

- Anticipate questions from the licensing authority
- Be open to guidance and suggestions
- Speak fully about any incidents and bring appropriate staff

For More Information



Visit <http://www.cityofboston.gov/consumeraffairs>
for license applications, rules and regulations

Contact the Mayor's Office of Consumer Affairs and
Licensing at 617.635.4165 with questions



Restaurant Roadmap



**Department of Neighborhood Development
Office of Business Development**

Business Assistance and Support

Rafael Carbonell, Deputy Director, Office of Business Development

Office of Business Development

Overview of Services



Mission:

Create new businesses and grow existing businesses in Boston in order to create jobs as well as improve neighborhoods and the quality of life of Boston's residents

Financial Assistance

- Provide access to capital through loans and grants
- Direct assistance or referrals
- Neighborhood Restaurant Initiative: services to help restaurants open and grow

Business Assistance

- Serve as point of contact for entrepreneurs and businesses going through the permitting and licensing process
- Assist with business plans and strategies through direct assistance or referrals
- Provide design services for signage & façade improvements

Other Programs

- Boston Main Streets: 19 thriving commercial districts in Boston neighborhoods
- Boston Buying Power: pooling businesses to buy energy in bulk
- Partners with Non-profits: offering capital improvement grants

Office of Business Development

Accomplishments from July '09 – June '10



In FY10, DND's Office of Business Development and Boston Main Streets:

- Provided almost 1,800 businesses with financial and technical assistance
- Helped 164 new businesses open
- Created over 1,300 new jobs
- Provided 67 non-profits with capital improvement grants
- Improved 96 business storefronts
- Retained a 95% occupancy rate in Boston's Main Streets districts

**We are here to help your business start and grow.
Thank you for doing business in Boston!**